**ETHEL**

**ETHEL.325941@2freemail.com**

**CAREER SUMMARY AND QUALIFICATION**

With experience in Money Exchange, general accounting, Purchasing Specialist, Administration works, Customer Services / Receptionist. Excellent oral and written communications, extensive knowledge in MS Office Excel, Word and PowerPoint. Independent, hardworking, flexible, trustworthy, can work under pressure, highly trainable and loves to deal with people.

**CAREER OBJECTIVE**

I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

**WORK EXPERIENCE**

**AHMED AL HUSSAIN MONEY EXCHANGE– Dubai, U.A.E.**

**Remittance Department,** **Admin /Account Assistant**

(JAN 07, 2015 – PRESENT)

* Make tts for all home and commercial remittances.
* Make receipt and payment vouchers
* Posting Accounts to the general ledger

Processing daily financial transactions such as general bookkeeping, journal entries and recording.

* Provide administrative support to ensure that operations are maintained in an effective, up to date and accurate manner.
* Send and receive e-mails, Answer, screen and forward any incoming phone calls while providing basic information when needed.
* Receive and sort daily mail/deliveries/couriers
* Perform other general office duties such as filing, photocopying, collating, faxing etc.
* Maintains staff information by entering and updating employment and status-change data.
* Dealing with clients’ queries/follow-up with any pending issues.
* Keep reports of transactions and documentation.

**MANULIFE DATA SERVICES, INC. - Manila, Philippines**

**Business Process Associate cum Admin/Accounts Assistant**

(JULY 15, 2013- OCTOBER 16, 2014)

* Processing daily financial transactions such as general bookkeeping, journal entries and recording.
* Prepares Quotation for new client
* Review and resolves Insurance transactions
* Check and analyze Insurance transactions for accuracy, consistency and for client satisfaction.
* Responsible for resolving daily customer queries and issues
* Provide administrative support to ensure that operations are maintained in an effective, up to date and accurate manner.
* Typed and prepared all company documents/letters and responsible for documents distribution, filing and computer operation for proper and efficient document control.
* Other general administration duties as required.

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**NEW MOOR INDUSTRIAL CENTER, Inc. - Manila, Philippines**

**Purchasing Specialist cum Admin / Account Assistant**

(JULY 18, 2012- May 18, 2013)

* Accounts
1. Input sales order and purchase order
2. Computing the mark up of various ordered item
3. Receiving all sales invoice and delivery receipt
4. Preparation of monthly ageing of Accounts Receivable and processing of Accounts Payable voucher
5. Posting Accounts to the general ledger
6. Prepares monthly and annual comparative Financial Statement and Bank Reconciliation
* Sales Executive
1. Develop prospect list.
2. Contact customers to persuade them to purchase merchandise or services.
3. Explain products or services and prices.
4. Order or purchase merchandise.
* Admin assistant
1. Responsible that the front office was adequately manned at all times and monitored receptions float, banking, petty cash.
2. Typed and prepared all company documents/letters and responsible for documents distribution, filing and computer operation for proper and efficient document control.
3. Attending phone calls and accepting inquiries from Clients and welcoming each guest and assuring that they will be provided with good service.
4. Responsible for resolving customer queries and issues.
5. Responsible for segregation and distribution of mails and faxes.
6. Responsible for handling queries on the phone or by correspondence

**ON THE JOB TRAINEE**,

BUREAU OF INTERNAL REVENUE (Region 3- Finance Division)

November 2011- February 2012

* Processed salary computations of each employees
* Input disbursement vouchers, and obligation request to their ENGAS (Electronic New Govt. Accounting system).
* Counter checked balance sheet computation

**PERSONAL INFORMATION**

 Date of Birth : 02 December 1991

 Place of Birth :Cagayan, Philippines

Age : 24 y/o

Gender : Female

 Civil Status : Single

 Height : 5’2”

 Weight : 50 Kg

 Nationality : Filipino

Language/Dialect Spoken: Filipino/Tagalog (Fluent in Speaking and Writing), Fluent English

**EDUCATION**

* **Tertiary Education, 2012**
	+ **Bachelor of Science in Business Administration major in Financial Management**

University of Saint Louis Tuguegarao (2008-2012)

Mabini St., Tuguegarao City

* **Secondary Education, 2008**
	+ Lal-lo National High School (2004-2008)

Centro, Lal-lo, Cagayan

* ***Elementary* Education, 2005**
	+ Lal-lo North Central School (1998-2004)

San Jose, Lal-lo, Cagayan

I do hereby guarantee that all the above-mentioned info and data provided are true and correct.